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ABSTRACT

The purpose of this bibliography is to provide a list of government documents of special interest to students in education, especially adult students, teachers, and university faculty. Types of materials indexed include: curriculum guides and supplements, sources of government and non-government print and non-print resources, bibliographies, evaluation guides, examples of projects, guides for educating community groups and the general public, and professional level materials. Each entry contains publication date, government agency name, number of pages, call number, and a brief description. Arrangement of entries is by broad subject headings, including: alcohol and drug abuse; career and vocational education; emergency services, traffic safety, and law enforcement; family life and parenting; foreign languages; health, fitness and nutrition; miscellaneous topics/general; nursing and medicine; home, school and automobile safety; social services; and special education. (MAS)

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ED 377 887

# NEW ADULT LEVEL

# CURRICULUM MATERIALS

# IN THE

# GOVERNMENT DOCUMENTS COLLECTION

# 1989 - 1993

With the Compliments
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Compiled by Diana J. Keith
Head, Government Documents Department
November, 1993

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# INTRODUCTION

The Government Documents Collection of Calvin T. Ryan Library contains a wealth of information on a wide range of topics and has different types of publications such as studies, reports, etc. One of the more difficult types to locate is curriculum material. A number of government agencies publish curriculum guides and supplements which are scattered throughout the collection.

This bibliography updates "Curriculum Materials for Use with Adult Groups: A Bibliography of Government Documents", dated February, 1989. It contains material published from March, 1989, through November, 1993. It does not contain titles from the older bibliography. It is highly recommended, therefore, that it be used in conjunction with the older one for complete coverage of materials in the Documents Collection. Some topics are *not* covered on this bibliography but are on the older version.

In addition, two other bibliographies are available. Each lists curriculum materials suitable for use with K-12 classes. One is titled "Curriculum Materials for Use with Grades K - 12: A Bibliography of Government Documents" and is dated February, 1989. Its companion, "New K-12 Curriculum Materials in the Government Documents Collection" is an update containing materials published from March, 1989, through November, 1993. The user should bear in mind that upper level high school students would benefit from many adult level guides and all five (two K- 12, two adult, one Nebraska-see below) bibliographies should be consulted for comprehensive coverage.

The purpose of this new bibliography remains the same as the older edition: to provide a list of government documents of special interest to students pursuing careers in education, practicing teachers, and teachers of adult students, including university faculty. Most of the material is not copyrighted and can be copied. Almost all of the titles can be checked out of the library for four weeks. (Only "reference collection" titles, designated by an " * ", cannot be checked out.)

One change was made on this bibliography compared to the older version. It is the exclusion of curriculum materials in the Nebraska Documents Collection. A separate bibliography listing these materials is available: "Curriculum Guides and Aids in the Nebraska Documents Collection".

The bibliography contains several types of publications including curriculum guides and supplements, sources of government and non- government print and non-print resources, bibliographies, evaluation guides, examples of projects, guides for educating community groups and the general public, and professional level materials.

The format of the bibliography remains the same with each entry containing the publication date, number of pages, and the call number which must be used to find the document in the collection. Rather than list several subagencies as the author of a title, the broad government agency name was used.

The bibliography attempts to be as comprehensive as possible in the inclusion of curriculum guides and supplements. Certain types of publications were again excluded, however, including studies, results of surveys, technical reports, conference reports, journals, essays, statistical publications, and others deemed to not be of immediate practical use to the teaching profession. Any of the titles in a foreign language are indexed under the name of the language in the subject index.

Arrangement of the entries is by broad subject heading, with the subject index in the back providing more detailed access. The index is based on words from the titles and annortations. Several subject sections have two parts, one which lists and describes the guides and supplements and another which contains titles of bibliographies and sources of materials on the subject. A miscellaneous section lists titles that were too few in number to list in separate subject sections. Titles are listed only once on the bibliography. Users are advised to consult the subject index for related topics and for titles which contain several subjects but are in only one section of the bibliography.

## ALCOHOL AND DRUG ABUSE

America in Jeopardy: The Young Employee and Drugs in the Workplace. U. S. Dept. of Labor. Trainer's Manual: 28 p. + appendix. Participant's Manual: 28 p. + appendix. 1992. L 1. 7/2: J 45/train and J 45/part.

Topics include intervention, employee assistance programs, and profiles of substances of abuse.

Drug Abuse Curriculum for Employee Assistance Program Professionals. U. S. Dept. of Health and Human Services. various paging. 1990. HE 20. 8202: Em 7/5

Designed for employee assistance program professional training. Topics include the role of workplace drug abuse programs, pharmacology of abused drugs, supervisor training, problem assessment and case management, and more.

Growing Up Drug Free: A Parent's Guide to Prevention. U. S. Dept. of Education. 52 p. 1989. ED 1. 8: G 91. Also available in Spanish: Crecer Libre de Drogas: Guia de Prevencion para los Padres de Familia. 52 p. 1990. ED 1. 8: G 91/2/spanish

Outlines what children should know and suggests family activities; helps guide the teaching of values.

10 Steps to Help Your Child Say "No": A Leader's Guide. U. S. Dept. of Health and Human Services. 24 p. 1988. HE 20. 8008: C 43

Workshop guide to help teach parents and community organizations how to educate their children about the hazards of drug and alcohol use.

## CAREER AND VOCATIONAL EDUCATION

Communicator's Sourcebook: Tips and Tools for Speeches, Interviews, and Press Conferences. General Services Administration. 36 p. 1988. GS 1. 2: C 73

How to prepare a speech, deliver it, respond to media; guidelines for interviews; what to do in a press conference.

Women in Nontraditional Careers (WINC): Journal. U. S. Dept. of Labor. 66 p. 1986. L 36. 108: C 93/journal

Explores stereotypes, career choices. Workbook/journal format.

## EMERGENCY SERVICES, TRAFFIC SAFETY, AND LAW ENFORCEMENT

NURC, National Victims Resource Center: Your Primary Source for Information about Victims of Crime. U. S. Dept. of Justice. pamphlet. 1991. J 1. 2: V 66/7

Describes purpose of Center and publications available; most are free. Topics: victim services, domestic violence, rape, child abuse, victims' rights, bias-related violence.



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Occupant Protection Systems: Lesson Plans and Instructor's Guide for EMS Personnel. U. S. Dept. of Transportation. 120 p. 1988. TD 8. 8: OC 1/4 (microfiche)

Focuses on prevention of motor vehicle deaths and injury; for use by emergency medical services (EMS) personnel in teaching the general public. Three lessons: educating the public, EMS involvement in prevention, and designing an educational program. Also has a knowledge quiz, sample agenda, references, directories of federal and state agencies.

## FAMILY LIFE AND PARENTING

Consumers Resource Handbook. U. S. Office of Consumer Affairs. 97 p. 1993. HE 1. 508/2: 992

Two sections, "How to be a Smart Consumer" with information about choosing child care, protecting your privacy, how to choose a school for your child, car repairs, credit card fraud, etc., and "Consumer Assistance Directory" with addresses and phone numbers of businesses such as car manufacturers, and various federal agencies. *Use with Teacher's Guide, below.*

Head Start: Plan Educativo Sobre Salud Dental para Ninos y Familias del Programa Head Start. U. S. Dept. of Health and Human Services. various paging. 1990. HE 23. 1108: D 43/spanish

Spanish language publication which teaches dental health for children and families involved in the Head Start program. Includes lessons with pictures to color, sources of more information, activities for home visits, and a directory of regional programs.

A Teacher's Guide to the Consumer's Resource Handbook. U. S. Dept. of Health and Human Services. 8 p. 1990. HE 1. 508: C 76/6

A guide for using the Consumer's Resource Handbook (see above.)

## FOREIGN LANGUAGES

American Language Course. Defense Language Institute, U. S. Dept. of Defense. 4 volumes. 1984-86. D 1. 2: Am 3/2/(numbers).

*Volume 1, Elementary Phase. 326 p. 1985. Volume 2, Elementary Phase. 239 p. 1986. Volume 3,* Intermediate Phase. 228 p. 1984. Volume 4, Advanced Flying Terminology. 173 p. 1985.

### *BIBLIOGRAPHIES AND SOURCES OF MATERIALS*

National Audiovisual Center Foreign Language Training Programs. National Audiovisual Center. 15 p. 1989. AE 1. 108: F 68/package.

Describes and gives prices for audio and video cassettes, textbooks, cultural note sets, from beginner to advanced levels. Languages include Spanish, French, German, Italian.

Foreign Language Courses Produced by the Federal Government. National Archives and Records Administration. 21 p. 1989. AE 1. 102: F 76/2

A catalog with ordering information.

## HEALTH, FITNESS, AND NUTRITION

Child Mental Health in the 1990s: Curricula for Graduate and Undergraduate Professional Education. U. S. Dept. of Health and Human Services. 111 p. 1993. HE 20. 8002: C 43

Designed for use in social work programs but useful in others as well; tells purpose and objectives, and has class activities, resource lists, etc.

Dietary Guidelines for Americans. U. S. Dept. of Agriculture. Poster. 1989. A 111. 2: D 56

*On back of poster: what are the dietary guidelines, diet variety quiz, keys to a healthy diet, sources of more* information.

Eating Better When Eating Out, Using the Dietary Guidelines. U. S. Dept. of Agriculture. 20 p. 1989. A 1. 77: 232-11, c. 2

How to order food that follows the revised dietary guidelines when eating out.

Final Report, Project Get in Shape: Spelman Health Awareness Project for the Elderly. U. S. Dept. of Health and Human Services. 183 p. 1984. HE 23. 3002: SP 3 (microfiche)

Goal is to motivate elderly to take the initiative for their own health care. Contains training materials for presenters and workshop materials to use in presentations. Also has an evaluation plan and instruments.

Fish and Seafood Made Easy. U. S. Dept. of Commerce. 28 p. 1989. C 1. 2: F 52

How to dress a fish, cook fish and seafood, why fish is nature's fast food. Includes recipes, preparation methods, storage hints.

Foods for the Future 2. Nebraska Cooperative Extension Service. 39 p. 1988. U2250H005.0263.1988 (Nebraska Document)

Information about canning and freezing fruit and vegetables.

Good Sources of Nutrients. U. S. Dept. of Agriculture. 1990. 17 sheets. A 111. 2: N 95/2

Fact sheets, suitable for copying, to help select foods that follow the Dietary Guidelines for Americans.

Good Eating: A Dieter's Guide. U. S. Dept. of Defense. 52 p. 1986. D 301. 35: 166-10 (microfiche).

For consumers; behavior modification, fad diets, diet basics, meal planning.

Health Resources for Older Women. U. S. Dept. of Health and Human Services. 75 p. 1988. HE 20. 3852: H 34/988

Age changes, health promotion, menopause, fitness, use of medicines, accident prevention, osteoporosis, financial planning, etc. Sources given for free materials also.

Infomemo. U. S. Dept. of Health and Human Services. 1987 - 1991. HE 20. 3214: (numbers)

Updates on disease prevention, education, and control activities from the National Heart, Lung, and Blood Institute. Source of free posters, activity guides, kits, reproducible materials, etc. Topics include exercise, smoking education, weight control, diet, high blood pressure, cholesterol.

Making Bag Lunches, Snacks, and Desserts Using the Dietary Guidelines. U. S. Dept. of Agriculture. 31 p. 1989. A 1. 77: 232-9, c.2

Information and recipes which follow the revised dietary guidelines.

Master Fitness Trainer Course. U. S. Army Physical Fitness School. 700 p. 1990. D 101. 2: F 55/2

Curriculum guide for a complete fitness training program; diagrams, charts, worksheets, exercises, lesson plans.

Play Your Cards Right, Stay Young at Heart: A Heart Healthy Nutrition Education Program. U. S. Dept. of Health and Human Services. Kit. 1990. HE 20. 3202: N 95/5

Implementation ideas and reproducible art for a program to help people choose heart-healthy foods in the workplace, restaurants, schools, and other eating places. Informs about diet and lifestyle changes needed to reduce coronary heart disease risk. Includes a quiz, background information, recipe cards, an evaluation.

Preparing Foods and Planning Menus Using the Dietary Guidelines. U. S. Dept. of Agriculture. 31 p. 1989. A 1. 77: 232-8, c. 2

Information about meal planning, with recipes that follow the revised dietary guidelines.

Recipe Cards U. S. Dept. of Health and Human Services. 26 cards. 1990. HE 20. 3202: R 24/3

From the National Heart, Lung and Blood Institute. Cards,tell calories, total fat, saturated and polyunsaturated fat, cholesterol, and sodium for each recipe.

Seafood Grilling Made Easy. U. S. Dept. of Commerce. pam. 1991. C 1. 2: Se 1/2/991

Contains recipes and other information.

Shopping for Food and Making Meals in Minutes Using the Dietary Guidelines. U. S. Dept. of Agriculture. 35 p. 1989. A 1. 77: 232-10, c. 2

Suggestions and hints which follow the revised dietary guidelines.

Spending Your Food Dollar Wisely for Good Nutrition. U. S. Dept. of Defense. 25 p. 1987. D 301. 35: 166-12/987 (microfiche).

Designed for consumers; unit pricing, food labeling, shopping tips, diet and nutrition, etc.

## *BIBLIOGRAPHIES AND SOURCES OF INFORMATION*

Adult Nutrition Education Materials. U. S. Dept. of Agriculture. 17 p. 1989. *A 17. 18/4: 89-43 (Documents reference collection).

A bibliography of materials, published by the National Agricultural Library; AV materials and copies of journal articles are available free of charge to teachers, food service, and media center staff.

Cancer Prevention Materials: Publications List for the Public and Patients. U. S. Dept. of Health and Human Services. 9 p. 1990. HE 20. 3183: 990-1

All publications are free; includes both child and adult level materials.

Food Safety and Sanitation Audiovisuals. U. S. Dept. of Agriculture. 13 p. 1989. *A 17. 18/4: 89-42 (Documents reference collection).

A bibliography of materials, published by the National Agricultural Library; AV materials and copies of journal articles are available free of charge to teachers, food service, and media center staff.

Maternal and Infant Nutrition Education Materials. U. S. Dept. of Agriculture. 23 p. 1989. *A 17. 18/4: 89-44 (Documents reference collection).

A bibliography of materials, published by the National Agricultural Library; AV materials and copies of journal articles are available free of charge to teachers, food service, and media center staff.

National AIDS Information Clearinghouse User Guide. U. S. Dept. of Health and Human Services. 35 p. 1989 HE 20. 7002: Ac 7/53x

A bibliography of free materials: pamphlets, reports, booklets, fact sheets, posters. English and Spanish language materials. The clearinghouse is one of the best sources available for information about AIDS.

## MISCELLANEOUS TOPICS/GENERAL

Committee Effectiveness Training, Guidebook to Skill Building for Labor-Management Committees. U. S. Dept. of Labor. 3-ring notebook. 1990. L 1. 2: C 73/12 and :C 73/12/supp.

*Guidebook, 8 modules, set of slides. Companion volume:* Committee Effectiveness Training: Supplementary Materials, Handout Masters. (1991. L 1. 2: C 73/12/supp.) Set helps train people to work in a group; modules on effective planning, meetings, group problem solving, consensus decision making, communicating with constituents, understanding self and others, and interpersonal skills. Tells how to set up a workshop and evaluate it. Materials for the trainer also. Supplementary materials are handout masters.

Fundamentals of Property Disposition Contracting, a Self-Instructional Course. U. S. Dept. of Housing and Urban Development. 1991. HH 1. 2: F 96/4/UNIT (no.) (microfiche)

Units include contracting policies and principles, establishing administrative controls, preparing for contracting, contracting by sealed bidding, contracting for management services, terminating a contract, and more. Learner's Guide (HH 1. 2: F 96/4) gives purpose of course and explains how to use it.

Goals for Community Revitalization. Nebraska Cooperative Extension Service. various paging. 1990. U2250H103.0346-1990. (Nebraska Document)

*Instructional guide; also available:* Overview and Self- Assessment, *U2250H103.0346-1989;* Identifying Community Goals, U2250H103.0347-1989; Priorities and Action Plans, U2250H103.0348-1989; and Instructor's Guide, U2250H103.0345-1989.

Job Corps Graded Reading Competencies Course Guide. U. S. Dept. of Labor. 267 p. 1989. L 37. 8: R 22

Goal of program is to improve literacy, fluency, and comprehension skills; tells how to test for initial placement. Program is for six reading levels (3-8) and two optional levels, one from beginning reading to grade equivalent three and an advanced level above grade equivalent nine. Includes lists of resources, tests and answer keys.

Law and Aging Curriculum Guide for Wills, Trusts, and Estate Instructors. 43 p. 1991. HE 23. 3008: L 41/2 (microfiche)

Includes materials to copy for classroom use and reference materials.

Small Business Tax Education. Internal Revenue Service. various paging. 1992. T 22. 44/2: 1466

Comprehensive program designed for the small business owner and self-employed; 11 separate modules, arranged by subject. Modules contain instructor's guide, study guide, and workbook. Topics include: business assets, business use of the home, employment taxes, partnerships, starting a business/recordkeeping, etc.

Teaching Aging, a Series of Training Modules on Aging for Educators. U. S. Dept. of Health and Human Services. 293 p. 1987. HE 23. 3002: T 22 (microfiche)

Designed for training beginning teachers; goal is to promote a more positive attitude toward aging among youth. Includes an overview for educators, images of aging, intergenerational communication skills, volunteers in the classroom, and more. Annotated lists of student materials, pre-school to high school, instructional resources, and AV materials. Instructional aids include quizzes, tests, games, and a list of references and suggested readings.

Valuing Cultural Diversity. U. S. Dept. of Labor. 65 p. 1992. L 36. 2: D 64

*Teaches the difference between valuing cultural diversity and affirmative action, cultural diversity from* stereotyping, recognizing common behavioral patterns of selected minorities and female groups, and more.

## *BIBLIOGRAPHIES AND SOURCES OF INFORMATION*

Air Force Catalog of Visual Information Productions. U. S. Dept. of Defense. 537 p. 1991. D 301. 35: 700-34/991 (microfiche).

Catalog of films and videotapes, some of which are available to nonprofit organizations. Topics include aeronautics, behavioral and social sciences, engineering, mechanics, military science, consumer information, and more.

Educational Resources for Schools and Communities. National Aeronautics and Space Administration. 9 p. 1989. NAS 1. 2: Ed 8/5

*Lists and describes National Aeronautics and Space Administration programs and tells how to get more* information from NASA.

National Science Foundation Film and Video Catalog. National Science Foundation. 23 p. 1989. NS 1. 13: F 48

Lists and describes films and videos available for rent, free loan, or purchase. Topics include astronomy, earth sciences, ecology, education, energy, weather, physics, and more.

OSHA Publications and Audiovisual Programs. U. S. Dept. of Labor. 21 p. 1991. L 35. 16: P 96/2/991

Source of free publications from OSHA, for-sale titles from the Government Printing Office, the National Audiovisual Center, and the National Technical Information Service. Topics: Asbestos, electrical hazards, employer rights, industry guidelines, injury prevention. Includes booklets, posters, and other publications.

## NURSING AND MEDICINE

Alzheimer's Disease, Pieces of the Puzzle: A Training Program for Direct Service Staff and Family Caregivers. U. S. Dept. of Health and Human Services. 341 p. 1991. HE 23. 3008: AL 9/4 (microfiche)

*An instructor's manual with introduction, 10 modules, a bibliography. Each module has complete* instructional content, exercises, instructional guidelines and a handout.

Career Preparation: A Curriculum in Mental Health and Aging for Service Providers. U. S. Dept. of Health and Human Services. 330 p. 1986. HE 23. 3002: C 18/3 (microfiche)

Caring for the Older Adult: A Curriculum for Optometric Practitioners. U. S. Dept. of Health and Human Services. 138 p. 1988. HE 23. 3002: OP 7 (microfiche)

Inservice training workshop for long-term care professionals and optometric practitioners. Workshop schedule, pre/post test, goals, lecture contents, learning activities, educational materials, references, reading lists, and hand-outs. Topics: biological and physiological changes in aging, behavioral aspects of aging, communicating with hearing impaired, vision evaluation, and more. See also Vision and Aging. . . , below.

Curriculum Guidelines for Geriatrics and Gerontology Education in Health, Social Services, and Legal Professions. U. S. Dept. of Health and Human Services. 104 p. 1988. HE 23. 3002: G 31/30/ATT. A (microfiche).

Guidelines for medical professionals; specific educational objectives for medicine, nursing, dentistry, pharmacy, social work, and law. Second part suggests teaching methods for achieving the objectives.

Curriculum Modules in Minority Aging. U. S. Dept. of Health and Human Services. 54 p. 1988. HE 23. 3002: C 93 (microfiche)

Self-contained modules which can be incorporated into various curricula. Modules include objectives, outline, instructor's resource guide, test questions, bibliography, and suggestions for use of the modules. College level.



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A Model Curriculum and Teaching Guide for the Instruction of the Homemaker-Home Health Aide. U. S. Dept. of Health and Human Services. 529 p. 1990. HE 23. 3008: H 75/3 (microfiche)

Home management, personal care, child care, and the teaching aspect of service.

R. I. Caregivers...Caring: A Training Program for Family Caregivers. U. S. Dept. of Health and Human Services. 105 p. 1991. HE 23. 3002: C 18/9 (microfiche)

Training for people who care for older family members at home; helps clarify problems caregivers confront, gives resource information. Five part training program with exercises and discussion questions. R. I = Rhode Island.

Training the Elderly and Their Caregivers in the Home (TEACH), Nursing Supervised Training Modules for Caregivers. U. S. Dept. of Health and Human Services. 203 p. 1992. HE 23. 3002: T 68/7/SPANISH (microfiche). Spanish version.

Vision and Aging: A Curriculum for Long-Term Care Professionals. U. S. Dept. of Health and Human Services. 188 p. 1988. HE 23. 3002: V 82/3 (microfiche)

Includes same items as Caring for the Older Adult. . ., above. Topics: vision and aging, hearing and aging, *vision screening, activities of daily living, recreational skills and assistive devices, etc.*

What's So Special about the Geriatric Dental Patient?: Teaching Modules for Dentists on Geriatric Dentistry and Aging Understanding. U. S. Dept. of Health and Human Services. 73 p. 1989. HE 23. 3002: D 43/6 (microfiche)

For dental care professionals; 7 teaching modules to promote dental care at long-term care facilities and train volunteers in dental health education.

## *BIBLIOGRAPHIES AND SOURCES OF MATERIALS*

Geriatrics and Gerontology:Curriculum Materials for the Health Professions. U. S. Dept. of Health and Human Services. 325 p. 1988. HE 23. 3008: G 31/3 (microfiche)

A bibliography; curriculum modules and materials containing content area resources. Subjects: allied health, dental health, interdisciplinary health services, medicine, nursing, pharmacy services.

National Digestive Diseases Information Clearinghouse, DD (Digestive Diseases) Annotated Listing of Patient Education Materials, 1986-87. U. S. Dept. of Health and Human Services. 15 p. 1987. HE 20. 3316: P 27 (microfiche).

Source of free materials.

## SAFETY: IN THE HOME, SCHOOL, AUTOMOBILE

Continued Safe Driving Program for Experienced Drivers. U. S. Dept. of Health and Human Services. 6 volume set. *1987. HE 23. 3008: SA 1/2/(letters) (microfiche).*

Course for drivers 50 years of age and older; includes a manual for participants, workbook, instructor's manual, test booklet and overview/dissemination document. Program includes on-the-road sessions.

Safer Streets Ahead: A Community Handbook to Prevent Impaired Driving. U. S. Dept. of Transportation. 51 p. 1990. TD 8. 8: Sa 1/15

Information and a resource list for groups trying to combat alcohol and drug affected drivers. Resource section includes fact sheets, resource lists, activity suggestions, tips for hosting safe parties, and more.

The Safety Network. U. S. Consumer Product Safety Commission. 19 p. 1988. Y 3. C 76/3: 2 Sa 1/5

Four checklists for fire, poison, pool, and nursery equipment safety. Each checklist also published separately under same basic call number, :2 Sa 1/5/child, :2 Sa 1/5/home, :2 Sa 1/5/poison, and :2 Sa 1/5/nursery.

Which Toy for Which Child: A Consumer's Guide for Selecting Suitable Toys, Ages Six through Twelve. U. S. Consumer Product Safety Commission. 13 p. 1990. Y 3. C 76/3: 8 T 66/3

Guidelines to help parents select safe toys. Also available: guide for Ages Birth-5 Years. Y 3. C 76/3: 8 T 66/3/993

## SOCIAL SERVICES

The Chronically Mentally Ill in Rural Areas: Model Curricula for Social Work Education. U. S. Dept. of Health and Human Services. 1987. 216 p. HE 20. 8102: SO 1/3 (microfiche)

Four modules: human behavior and social environment, practice, social policy, and research. Each focuses on chronic mental illness and illustrates concepts typically included in an undergraduate curriculum. Materials are designed for instructor, not student, use.

A Curriculum Development and Training Project to Prepare Social Workers for Positions in the Field of Mental Health and Aging. U. S. Dept. of Health and Human Services. 28 p. 1988. HE 23. 3002: SO 1/3 (microfiche).

The Interfaith Caregivers "Train-the-Trainer" Project. U. S. Dept. of Health and Human Services. 246 p. 1991. HE 23. 3008: IN 8/2 (microfiche)

A twelve hour, six session training program. Information and help for those who help the elderly, including family members, friends, and church members. Purpose and session format, trainer information for each session, handouts, and a bibliography.

Mental Health Services for the Elderly: Instructor's Manual. U. S. Dept. of Health and Human Services. 1987. 501 p. HE 23. 3008: M 52 (microfiche)

Designed to accompany the matching training manual; fourteen major sections discussing legal issues, social support systems, substance abuse, assessment methods. Each section has an outline, text, reference, notes to instructors, teaching aids, and pre/post tests.

The National Hispanic Council on Aging Final Report. U. S. Dept. of Health and Human Services. 95 p. 1986. HE 23. 3002: H 62/2 (microfiche)

*Contains an instructional module for educating elderly Hispanics in ways to deal with the tasks of living*; reduce stress; form networks with family, friends, and the community; use community resources effectively; and communicate with care givers.

Preparing and Utilizing Older Volunteers to Provide In-Service Gerontology Training. U. S. Dept. of Health and Human Services. 80 p. 1986. HE 23. 3002: OL 1/21 (microfiche)

Sections include course preparation, selection of volunteers, volunteer training, and program evaluation.

## SPECIAL EDUCATION

### *BIBLIOGRAPHIES AND SOURCES OF MATERIALS*

Careers: Job Searching and Success. Library of Congress. 52 p. 1989. LC 19. 11: C 18

A bibliography of discs, cassettes, and Braille publications which can be ordered from the National Library Service for the Blind and Physically Handicapped, Library of Congress.

Fishing: An Introduction to Fishing for Fun and Food for Blind and Physically Handicapped Individuals. Library of Congress. 17 p. 1988. LC 19. 11: F 53

A bibliography of discs, cassettes, and Braille publications available from the National Library Service for the Blind and Physically Handicapped, Library of Congress.

Sailing: An Introduction to the Wonders of Sailing for Blind and Physically Handicapped Individuals. Library of Congress. 19 p. 1990. LC 19. 11: Sa 2

A bibliography of discs, cassettes, and Braille publications available from the National Library Service for the Blind and Physically Handicapped, Library of Congress.

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Automobile safety - SEE: Traffic Safety

Bag lunches - 4

Behavioral sciences - Audiovisual materials - 6

Blind persons - Recreational opportunities - 10

Braille publications - 10

Business recordkeeping - 6

Business taxes - 6

### C-D

Cancer prevention - 4, 5

Canning of food - 3

Car manufacturers - Addresses - 2

Career education - 1, 10
SEE also: "Health, Fitness and Nutrition" section

Career education - Audiovisual materials - 10

Child abuse - 1

Child care - 2, 8

Child safety - 9

Children - Mental health - 3

Children - Nutrition - 5

Children and drugs - 1

Children's toys - 9

Cholesterol - 4

Cholesterol - Audiovisual materials - 4

Committee effectiveness training - 5

Communication skills - 1, 5, 6, 7, 9

Community development - 6

Consumer information - 2, 4, 6

*Consumer protection* - 2, 9

Contracts - 5

Coronary heart disease - 4

Credit card fraud - 2

Crime victims - 1

Cultural diversity - 6

Dental health - 2, 7, 8

Dentistry - 7, 8




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Desserts - 4

Dietary guidelines - 3, 4

Dieting - 3, 4

Diets - Audiovisual materials - 4

Digestive diseases - 8

Disabled persons - SEE: Handicapped

Discrimination toward the elderly - 6

Discrimination toward minorities - 6

Discrimination toward women - 6

Disease prevention - 4

Domestic violence - 1

Drivers' education - 2, 8, 9

Drivers' education - Older adults - 8

Driving safety - 8

Driving while intoxicated - 9

Drug abuse - 1, 9

**E-F**

Earth sciences - Audiovisual materials - 7

Ecology - Audiovisual materials - 7

Education - Audiovisual materials - 7

Elderly - SEE also: "Aging"

Elderly - Accident prevention - 4, 8

Elderly - Assistive devices - 7, 8

Elderly - Care of - 7, 8

Elderly - Dental health - 8

Elderly - Driving safety - 8

Elderly - Health status - 3

Elderly - Legal issues - 6, 9

Elderly - Mental health - 6, 7, 9

Elderly - Nutrition - 3

Elderly - Public attitudes toward - 6

Elderly - Recreational skills - 8

Elderly - Social services - 9, 10

Elderly - Substance abuse - 9

Electrical hazards - 7

Emergency medical services - 1, 2

Employee drug abuse - 1

Employer rights - 7

Employment taxes - 6

Energy - Audiovisual materials - 7

Engineering - Audiovisual materials - 6

English as a second language instruction - 2

Estate planning - 6

Exercise - 3, 4

Exercise - Audiovisual materials - 4

Eyesight - 7

Fad diets - 3

Family caregivers - 8

Family relationships - 1, 6, 7, 8

Fast foods - 3

Fat - saturated and polyunsaturated - 4

Federal agencies - Addresses - 2

Financial planning - 4

Fire safety - 9

Fish - cooking of - 3

Fishing - 10

Fitness - 3, 4

Fitness - Elderly - 3, 4

Food labeling - 4

Food preparation - 4

Food preservation - 3

Food purchasing - 3-5 SEE also: "Nutrition"

Food safety - Audiovisual materials - 5

Foreign countries - Cultural aspects - 2, 3

Foreign language courses - Audiovisual materials - 2

Foreign language instruction - 2-3

Foreign languages - 2-3
(see also specific languages, i.e., Spanish)

French language - 2

French language - Audiovisual materials - 2

Fruit - canning and freezing - 3

**G-H**

Geriatrics - 7, 8

German language - 2

German language - Audiovisual materials - 2

Gerontology - 7, 10

Government agencies - Addresses - 2

Grocery shopping - 4

Group relations training - 5

Handicapped - Employment - 10

Handicapped - Recreational opportunities - 10

Head Start - 2

Health - 3 - 5, 7 - 8

Health - Audiovisual materials - 5

Health care - Elderly - 3, 7, 8

Health promotion - 4

Hearing impairment - 7, 8

Heart - Coronary health - 4

High blood pressure - 4

High blood pressure - Audiovisual materials - 4

Highway safety - SEE: Traffic Safety

Hispanic - Elderly - Living skills - 9

Home health aide - 8

Home safety - 9
SEE also: Elderly - Accident prevention

Housing contracts - 5

**I-K**

In-home health care assistance - 8

Infant care - 2, 5

Infant nutrition - 5

Infant nutrition - Audiovisual materials - 5

Injury prevention - 7

Intergenerational communications - 6

Interpersonal skills - 5

Interview skills - 1

Italian language - 2

Italian language - Audiovisual materials - 2

Job Corps - 6

Job safety - 7

**L - M**

Labor relations - 5

Law enforcement - 1

Legal issues - Elderly - 6, 7

Literacy - 6

Long term care - 8

Maternal health -
SEE: Women-Health, Fitness, and Nutrition

Meal planning - 3-5

Mechanics - Audiovisual materials - 6

Medical care - 7 - 8

Menopause - 4

Mental health - Children - 3

Mental health - Elderly- 7, 8, 9

Mental health careers - 7, 9

Mental health services - 9

Mental health services - Rural areas - 9

Mental illness - 9

Menu planning - 3-5

Meteorology - 7

Military science - Audiovisual materials - 6

Minorities - 6, 7, 9

Minorities - Elderly - 7, 9

**N-O**

National Aeronautics and Space Administration (NASA) publications - 7

Nebraska - Community development - 6

Nontraditional careers - 1

Nursery equipment safety - 9

Nursing - 7 - 8

Nutrients - 3-5

Nutrition - 3-5

Nutrition education - Audiovisual materials - 5

Nutrition - Elderly - 3-4

Nutrition - Infants - 5

Occupational guidance - SEE: Career education

Occupational safety - 7

Optometry - 7

Osteoporosis - 4

**P-R**

Paramedic training - 2

Parenting - 1, 5, 9

Partnerships - Tax aspects - 6

Passenger restraints - 2

Patient education materials - 8

Personal care assistance - 8

Pharmacy services - 7, 8

Physical fitness - 3, 4

Physically handicapped - Recreational opportunities - 10

Physics - Audiovisual materials - 7

Poison safety - 9

Prejudice-based violence - 1

Press conferences - 1

Product safety - 2, 9

Property contracts - 5

Protection of privacy - 2

Public speaking - 1

Rape - 1

Reading skills - 6

Recipes - 3-5

Religious organizations - 9

Restaurant dining - Nutritional aspects - 3

Rural areas - Health services - 9

**S**

Sack lunches - 4

Safety education - 2, 7, 8, 9

Sailing - 10

School - Choice of - 2

Schools - Use of volunteers - 6

Science - Audiovisual materials - 7

Seafood - Cooking of - 3, 4

Seat belts - 2

Self employment - tax aspects - 6

Sexually transmitted diseases - 5

Small businesses - tax aspects - 6

Smoking education - 4

Smoking education - Audiovisual materials - 4

Snacks - 4

Social sciences - Audiovisual materials - 6

Social work and services - 3, 7, 8, 9, 10

Sodium (in food) - 4

Solar system - Audiovisual materials - 6

Space exploration - Audiovisual materials - 6

Spanish language - Audiovisual materials - 2

Spanish language materials- 1, 2, 5, 8

Speechwriting - 1

Stereotypes - 1, 6

Stress education - 9

Swimming pool safety - 9

**T-Z**

Taxes - Study and teaching - 6

Toy safety - 9

Toy selection - 9

Traffic safety - 2, 8, 9

Unit pricing - 4

Vegetables - Canning and freezing - 3

Victim services - 1

Violence prevention - 1

Vision impaired persons - Recreational opportunities- 7, 8, 9

Vision impairment - 7, 8

Volunteers - 6, 10

Weather - Audiovisual materials - 7

Weight control - Audiovisual materials - 4

Wills - Legal aspects - 6

Women - Career guidance - 1

Women - Health, fitness, and nutrition - 3, 4, 5

Workplace drug abuse - 1

Workplace safety - 7

Youth - Attitudes toward aged persons - 6